

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SURVEYOR**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Surveyor is a stand-alone classification in the Engineering series. Incumbents are responsible for performing land survey work in the development, review, and approval of maps, deeds, legal descriptions and related documents, including researching and providing recommendations regarding survey-related issues.

The Surveyor is distinguished from other classifications by its responsibility for performing professional level surveying activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |                |
|----|---|----------------|
| 1. | Prepares, checks, and reviews subdivision maps, parcel maps, deeds, legal descriptions, official plan lines, and makes determinations for mathematical closure, accuracy, and compliance with accepted professional practice. | Daily<br>20%   |
| 2. | Checks preliminary and final survey plans for complex construction projects.  | Daily<br>20%   |
| 3. | Checks parcel maps, subdivision maps, water, sewer, and street construction drawings for compliance with the Municipal Code and Subdivision Map Act.  | Daily<br>20%   |
| 4. | Prepares detailed exhibit drawings for deeds, vacation of public right-of-way, encroachments, agreements, and staff reports for City Council agenda items.  | Daily<br>20%   |
| 5. | Suggest solutions to complex surveying, vacation of public right-of-way, encroachment, and traverse problems.   | Daily<br>10%   |
| 6. | Processes applications for vacation of public right-of-way and encroachments.   | Daily<br>5%    |
| 7. | Provides expertise and guidance to technical staff in the review of parcel maps, subdivision maps, and deeds.   | Daily<br>5%    |
| 8. | Signs parcel and subdivision maps on behalf of the City for recordation with the County of Fresno.  | As<br>Required |
| 9. | Performs other duties of a similar nature or level.   | As<br>Required |

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#### **Training and Experience** (positions in this class typically require):

- Five years of related survey experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Registered Land Surveyor or Registered Professional Engineer (PE)

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Modern principles, practices, and equipment utilized in land surveying and field engineering, including land surveying laws and regulations
- Construction plans, specifications, parcel maps, subdivision maps, and construction drawings
- Practices and certification procedures required by the Subdivision Map Act and Land Surveyor's Act

#### **Skills** (position requirements at entry):

Skill in:

- Performing complex land surveying computations
- Resolving complex land surveying problems
- Enforcing the provisions of the Land Surveyor's Act and Subdivision Map Act
- Using computers and applicable software applications
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions and travel.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008